

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3321 **TITLE:** RECREATION SPECIALIST IV **GRADE:** S-24

DEFINITION:

Under general supervision, plans, organizes, administers, and evaluates a comprehensive program or set of programs (i.e., Elementary Aged Children's Programs) that affects a designated population County-wide and is administered at various sites across the County; supervises departmental employees; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Recreation Specialist IV differs from the Recreation Specialist III in that the Recreation Specialist III plans and administers all program activities for all populations represented in a community around a community center or develops and directs therapeutic activities for assigned special needs clients, whereas the Recreation Specialist IV provides a comprehensive, County-wide program or set of programs to a specific population (such as youth, teens, adults or disabled) that is administered at multiple sites.

ILLUSTRATIVE DUTIES:

Designs, plans, promotes, and supervises recreation program delivery that includes classes, camps, tours, workshops, and clubs at community centers, schools, and other recreational areas;
Coordinates the County's recreation programs with other public and private agencies' programs;
Researches and develops new programs and evaluates existing ones that support the agency's mission and the community's needs;
Establishes fee schedules and marketing formats for activities;
Analyzes consumer needs, interests, and resources through a variety of assessment tools to determine appropriate instructional opportunities and leisure activities;
Evaluates from a business perspective program participation levels, profit margins, and initiates or recommends actions to ensure program viability;
Assists in the development and implementation of short- and long-range goals, plans, and business strategy;
Provides technical support and advice concerning facilitation of persons with disabilities into general recreation programs;
Surveys potential new facilities, coordinates the scheduling of facilities with school administrative personnel, and resolves usage problems;
Researches and develops program standards to comply with federal, state, and local laws and regulations, to meet industry standards, and to assure participant safety while providing uniform service delivery and overall customer satisfaction;
Plans, organizes, and coordinates field trips, County-wide tournaments, dances, picnics, family outings, and other events;
Reviews and approves all client service plans, determines appropriate treatment protocols, and ensures other related participant documentation (assessments, progress notations) is completed

according to agency standards;

Oversees and conducts training programs to sensitize agency staff to the needs of people with disabilities and provides specialized training to instructors working with people with disabilities;

Reviews facility plans, access routes and signs to assure accessible design, construction, and operation and makes recommendations to ensure compliance with ADA and other regulations;

Develops and maintains community partnerships, works with human services agencies, and meets with citizen and advisory groups in order to provide services, facilities, and funding for clients served;

Participates in interdisciplinary human service planning teams;

Completes division's license applications to operate programs and ensures compliance with governing regulations;

Prepares special management studies and reports;

Assumes the duties of the Division Supervisor in his/her absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of group work methods and activity facilitation;

Knowledge of various athletics, arts and crafts, drama, group activities and day camps;

Ability to use a personal computer and various software applications;

Ability to plan, develop, and administer large, County-wide recreational and leisure programs and community service activities, including programs for at-risk populations and communities;

Ability to obtain support of leaders and participants for programming implementation;

Ability to develop and maintain effective working relationships with staff, citizen groups, and the public;

Ability to communicate effectively, both orally and in writing;

Ability to train and supervise others;

Ability to write clear and concise reports;

Ability to work independently using sound judgement in the execution of the position's duties.

If assigned to recreation agency positions:

Knowledge of the various theories of human development;

If assigned to positions dealing with access for disabled persons:

Knowledge of legislation and design standards for persons with disabilities.

If assigned to therapeutic recreation positions:

Knowledge of the various theories of human development;

Knowledge of the principles and practices of therapeutic recreation and disability issues;

Knowledge of the specific limitations that are associated with various disabilities;

Knowledge of general medical and psychiatric terminology;

Knowledge of OSHA/Universal precaution standards.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in recreation, therapeutic recreation, or a related field; PLUS

Three years of progressively responsible experience providing a variety of recreation programs in the area of assignment which included two years of supervisory experience.

CERTIFICATION AND LICENSES REQUIRED:

Depending on the area of assignment the following may be required:

Possession of a valid Motor Vehicle Driver's License;

First Aid certification within 90 days of appointment;

CPR certification within 90 days of appointment.

Possession of a Commercial Driver's License within six months of appointment;

If assigned to therapeutic recreation positions:

Must be able to successfully pass a state criminal history check, pass a pre-employment drug and alcohol test, and provide proof of negative TB test within past year, before appointment;

Certification with the National Council for Therapeutic Recreation (NCTRCC) as a Certified Therapeutic Recreation Specialist (CTRS) within one year of appointment.

REVISED: October 11, 1999

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